

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

January 24, 2008

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TITLE:	Administrative Support Supervisor/Office Manager
POSITION NO:	04125
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$27,376 - \$37,440 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 31, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application and should include the applicant's supervisory, administrative/clerical, office management, computer and software, and customer relations experience.

TYPICAL DUTIES: This position provides a wide variety of administrative assistance to the director, deputy director, director's office staff, and division administrators. The incumbent is the office manager for the director's office; preparing written correspondence; researching and coordinating responses to inquiries; and disseminating information to department administrators, department staff, governor's office, and other state agencies. This position will supervise two staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of office management procedures; department organizational structure, mission, functions, and

procedures; Montana Operations Manual (MOM), Administrative Rules of Montana (ARM), and state and department manuals; Word, WordPerfect, and Outlook; government processes and key government leaders; customer and personal service; administration and management; and personnel policies.

Skills: Skill in oral and written communication; critical thinking; time management; judgment and decision making; negotiation and persuasion; and the use of office equipment and computer software including Word/WordPerfect, Excel, and Outlook.

Abilities: Ability to form conclusions based on combining information; be sensitive to and solve problems; apply general rules to specific problems; research, analyze, assemble, and produce widely diverse types of information; analyze and interpret conflicting information; work under deadline pressure and distracting conditions; use initiative and good judgment; and develop and maintain effective working relationships with contractors, vendors, other agencies including the governor's office, staff, and general (and often upset) public.

EDUCATION/EXPERIENCE REQUIRED: Three years of job-related college or vocational training (e.g., business/public administration, human services, or related field) **AND** three years of relevant work experience. Significant administrative support experience may substitute of the post-secondary education requirement on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box

4210, Helena MT 59604; **OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview;**
and

4. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.